STANDING RULES

OF THE

WOMAN'S BOARD OF HOME MISSIONS

OF THE PRESBYTERIAN CHURCH
IN THE UNITED STATES OF AMERICA

Adopted June, Nineteen Hundred and Ten

PREAMBLE—The Woman's Board of Home Missions of the Presbyterian Church in the United States of America is the executive body charged with the responsibility of collecting funds through the regular channels of the synodical, presbyterial and auxiliary societies and apportioning these funds for the support of work assigned or approved by General Assembly. It may also receive special contributions and legacies from individuals and societies. No work is undertaken without the consent of the Board of Home Missions, and all expenditures are subject to its approval.

The work of the Woman's Board is: the support of missionary teachers, Bible readers, evangelists and medical missionaries; the erection, equipment and maintenance of necessary buildings; the diffusion of information regarding Home Missions.

ARTICLE I. WOMAN'S BOARD

The Woman's Board is composed of the President, not more than six Vice-Presidents at Large, two or more Vice-Presidents from each synodical society, the Recording Secretary, the administrative officers, with an elective membership of women resident in New York and vicinity.

ARTICLE II. VICE-PRESIDENTS

Each synodical society is entitled to nominate two Vice-Presidents, one of whom shall be the synodical president. For each one hundred fifty auxiliary societies, after the first one hundred fifty, an additional Vice-President may be nominated.

ARTICLE III. ELECTIVE MEMBERSHIP

Elective members shall be from Presbyterian churches in New York City and vicinity. Nominations shall be made at one meeting of the Board and voted upon at the next. Absence for six months from the regular meetings, without excuse, is equivalent to a resignation.

ARTICLE IV. STATED MEETINGS

Stated meetings shall be held on the first and third Tuesdays of each month, except July and August.

1. The meeting of the first Tuesday of each month shall be a business session. Five members, exclusive of administrative officers, shall constitute a quorum. The minutes of the previous meeting of the Board and of the intervening Executive Committee meeting shall be read and approved.

The order of business shall be:

Reports of Standing Committees
Reports of Special Committees
Unfinished Business
New Business

2. The meeting on the third Tuesday of each month shall be a public meeting.

3. A prayer meeting shall be held on each Tuesday of the month, beginning at 10:30 a. m.

4. The Annual Meeting shall be held in May, convening in connection with General Assembly, at which time officers shall be elected for the ensuing year. Two officers from each synodical society, or, in the absence of any of these, a properly appointed proxy, and members of the Board shall have power to vote at regular business conferences.

ARTICLE V. THE EXECUTIVE COMMITTEE

There shall be an Executive Committee consisting of the President and Vice-Presidents, together with the Recording Secretary, the administrative officers of the Board, the chairmen of Standing Committees, and not more than twelve elective members, who shall be members of the Board.

The twelve members shall be elected, by ballot, annually from the members of the Board on the first Tuesday in April, nominations being presented on the first Tuesday in

by the Woman's Foreign Mission Board in the management of Over Sea and Land, shall bring to the Woman's Board any matters relating to the policy and appropriations.

9. Westminister Guild Committee. The Westminister Guild Committee, in conference with six women from the Woman's Board of Foreign Missions, shall have charge of the interests of young women's organizations known as Chapters of the Wesminister Guild. It shall recommend to the Board the Courses of Home Mission and Bible Study, with the helps therefor, the special objects for gifts and the plans of work proposed by the joint conference.

10. Hospitality Committee. The Hospitality Committee shall welcome visitors, introducing them to officers and members. The Committee shall also attend to such details in connection with special gatherings as may be referred to their care. They shall endeavor to secure the entertainment, when necessary, of missionaries who may be temporarily in the city.

11. Committee on Mission Fields. The Committee on Mission Fields shall endeavor to increase information among the churches regarding their field. They shall secure for the workers on the fields assigned them correspondents whose efforts it shall be, by letters, magazines, etc., to cheer and encourage; such correspondence shall not pertain to administrative matters.

12. Standing Committees. The chairmen of all Standing Committees shall be appointed by the President in March, to serve a term of three years, no chairman save the business committees, namely, Finance, Publication, Home Mission Monthly, being eligible for the next ensuing term on the same committee. The appointments shall be ratified by the Board.

13. The Committees shall be divided into three groups, one group of chairmen retiring each year.

ARTICLE VII. EXECUTIVE OFFICERS

1. The President shall preside at all meetings of the Board. She shall perform all duties consequent upon her office. She shall ap

point chairmen of Standing Committees and, ex-officio, shall be a member of all such committees.

2. The Vice-Presidents shall perform such duties consequent upon their office as may be assigned by the President.

3. The Recording Secretary shall keep the minutes of the meetings of the Board and of the Executive Committee, and shall give notice of the time and place of meeting.

ARTICLE VIII. ADMINISTRATIVE OFFICERS

1. The Secretary shall have general charge of the executive work of the office, shall confer with the other administrative officers regarding the policies of their departments; she shall have direct oversight of all other departments. She shall keep in such close relation with the School Department as will enable her to possess full knowledge of its work. She shall present the docket at all business meetings. She shall direct the work throughout the constituency, strengthening the synodical societies.

2. The Associate Secretary shall co-operate with the Secretary in advancing the general policies of the Woman's Board; she shall assume the duties of the Secretary during her absence. She shall have charge of the itineraries of speakers. She shall conduct correspondence with bands and Cradle Roll Tens.

3. The Assistant Secretary shall develop interest in Home Missions among young women, organize Chapters of the Westminister Guild, and present Home Missions in colleges and at summer conferences, organize and lead study classes among the young women, and throughout the auxiliaries.

4. The Young People's Secretary shall have charge of all work in connection with the presentation and development of Home Missions in the young people's societies. She shall assign special objects; she shall secure pledges, provide information concerning fields and pledged objects assigned to young people.

5. The Treasurer shall receive all moneys belonging to the Woman's Board and receipt therefor, and shall make a daily transfer of funds to the Treasurer of the Assembly's

Board for disbursement. She shall conduct all correspondence concerning special objects, including teachers' salaries, scholarships. She shall be the medium of communication between the office and Finance Committee.

6. The Editor of the Home Mission Monthly shall have charge of all affairs pertaining to the conduct of the magazine, conferring with the Home Mission Monthly Committee on matters of policy and business.

7. The Superintendent of the School Department shall have charge of the correspondence relating to schools, teachers, school employees, medical work and Bible readers. In conference with the Secretary of the Home Board and the Secretary of the Woman's Board he is authorized to pass upon credentials and fitness of applicants for positions in the schools. He shall recommend the opening of new schools, and all changes, repairs, or requisitions which require action of the Woman's Board. He shall present a report each month to the Board, and may present, at any business meeting, matters for action or information. He shall be the medium of communication between the Board of Home Missions and the Woman's Board of Home Missions in matters pertaining to the work. In conference with the administrative officers he shall prepare the annual budget of the School Department; this budget shall be presented at a joint meeting of the officers of the Home Board and the School Committee of the Board, together with the officers of the Woman's Board and chairmen of all Standing Committees.

8. The administrative officers shall have the authority to order repairs covered by appropriations, and shall act with power upon regular business of the Board during the summer months. At all business meetings of the Board the administrative officers shall have the privilege of the floor without voting power.

ARTICLE IX. FREEDMEN'S DEPARTMENT

The Woman's Board of Home Missions shall receive, transmit, and make due acknowledgment of any money which may be received for the work of the Freedmen's Department, and

shall include in the list of officers a Secretary of the Freedmen's Department, selected by the Freedmen's Board, whose headquarters shall be in Pittsburgh.

ARTICLE X. REGULATIONS

Order of Procedure in Business Matters. Business matters relating to field work shall be considered in office conference, and shall then be presented to the Woman's Board; if approved they shall be brought to the Joint Conference and, upon being endorsed, go to the School Committee, to be finally acted upon by the Board of Home Missions.

Referee Committee. The Treasurer of the Woman's Board shall be the representative of the Woman's Board on the Referee Committee, to which matters pertaining to the joint administration of the Literature Department may be referred, when necessary.

The Secretary, Young People's Secretary, Treasurer, and Superintendent of Schools shall make an annual report at the close of the fiscal year, to be submitted to the Woman's Board the first Tuesday in May, a summary of these reports to be presented at the Annual Meeting.

Organizers and such other field workers, as may from time to time be necessary, shall be appointed by the Board. They shall receive from the Secretary instructions concerning their duties.

In order to secure accuracy of statement, field leaflets, administrative publications, and reports for the press shall be read by three persons, one of whom shall be the Secretary.

No change of policy affecting the work as a whole shall be determined upon which has not been submitted to vote at the Annual Meeting of the Woman's Board.

ARTICLE XI.

The Standing Rules may be amended at the April or at the November meeting of the Woman's Board, by a three-fourth majority of those present and voting, provided a written notice to amend has been given at a previous Board meeting and has also been appended to a call for the meeting at which the vote is taken.

PRESS OF HOWARD W. FLEMING, NEW YORK

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OF THE

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ARTICLE I. WOMAN'S BOARD

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ARTICLE II. VICE-PRESIDENTS

Each synodical society is entitled to nominate two Vice-Presidents, one of whom shall be the synodical president. For each one hundred fifty auxiliary societies, after the first one hundred fifty, an additional Vice-President may be nominated.

ARTICLE III. ELECTIVE MEMBERSHIP

Elective members shall be from Presbyterian churches in New York City and vicinity. Nominations shall be made at one meeting of the Board and voted upon at the next. Absence for six months from the regular meetings, without excuse, is equivalent to a resignation.

ARTICLE IV. STATED MEETINGS

Stated meetings shall be held on the first and third Tuesdays of each month, except July and August.

1. The meeting of the first Tuesday of each month shall be a business session. Five members, exclusive of administrative officers, shall constitute a quorum. The minutes of the previous meeting of the Board and of the intervening Executive Committee meeting shall be read and approved.

The order of business shall be:

Reports of Standing Committees
Reports of Special Committees
Unfinished Business
New Business

2. The meeting on the third Tuesday of each month shall be a public meeting.

3. A prayer meeting shall be held on each Tuesday of the month, beginning at 10:30 a. m.

4. The Annual Meeting shall be held in May, convening in connection with General Assembly, at which time officers shall be elected for the ensuing year. Two officers from each synodical society, or, in the absence of any of these, a properly appointed proxy, and members of the Board shall have power to vote at regular business conferences.

ARTICLE V. THE EXECUTIVE COMMITTEE

There shall be an Executive Committee consisting of the President and Vice-Presidents, together with the Recording Secretary, the administrative officers of the Board, the chairmen of Standing Committees, and not more than twelve elective members, who shall be members of the Board.

The twelve members shall be elected, by ballot, annually from the members of the Board on the first Tuesday in April, nominations being presented on the first Tuesday in

March by a committee previously appointed by the President. The Executive Committee shall elect its own chairman at its first meeting in May. The chairman shall not be eligible for office for more than two consecutive terms.

1. The meetings of the Executive Committee shall be held on the second and fourth Tuesdays of each month, except July and August.

2. The Executive Committee shall transact all business that may occur in the interim between the meetings of the Board, except such matters as relate to policy, and such action may go into immediate effect.

3. Five members, exclusive of the administrative officers, shall constitute a quorum.

Called Meetings. A meeting of the Board or of the Executive Committee may be called upon request of three members.

ARTICLE VI. STANDING COMMITTEES

From the membership of the Board the following Committees shall be appointed:

Membership
Devotional
Public Meeting
Finance
Building
Publication
Home Mission Monthly
Over Sea and Land
Westminster Guild
Hospitality
Foreigners
Alaska
Indian
Mexican
Mormon
Mountaineer
Porto Rico and Cuba

1. The Membership Committee, having obtained knowledge of the fitness of the prospective member, shall propose additions to the membership of the Board when desirable, in order that the Board may be sufficiently strong in active members to maintain an efficient force of workers.

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2. The Committee on Devotional Meetings shall provide leaders for all meetings, except the monthly missionary meeting, and see that matters of interest from the field and objects for prayer are presented.

3. The Committee on Public or Third Tuesday Meetings shall have in charge the conduct of the meeting, invites speakers, and present such programs on the topic of the month as shall be helpful to delegates from auxiliary societies.

4. Finance Committee. The Finance Committee shall consider and recommend the salaries of administrative officers and field secretaries, and all office workers, examine and approve all bills for traveling expenses of said officers and workers, together with bills for office supplies and furnishings, and supervise all matters pertaining to expenditures relative to the administrative department.

5. Building Committee. The Building Committee shall consist of the Superintendent of Schools, chairman; the Treasurer of the Board of Home Missions; the Treasurer and Secretary of the Woman's Board; and the Presidents of the two Boards. This Committee shall consider and recommend repairs, additions and alterations in buildings; when new buildings are to be erected, it shall secure plans and specifications, with estimates, and present the same to the Woman's Board for approval, and when action has been taken by that body, shall have the power of authorization in regard to the erection of said building.

6. The Publication Committee. The Publication Committee shall supervise new publications, the revision of old publications, and shall give attention to advanced methods of introducing and distributing literature of the Board. An annual conference shall be held in January, when the budget for the ensuing year shall be considered.

7. The Home Mission Monthly Committee. This Committee shall act as an advisory body to the editor of the Home Mission Monthly, and shall make report to the Woman's Board at the first meeting of the month.

8. Over Sea and Land Committee. This Committee shall consist of three members; it shall co-operate with the members appointed

by the Woman's Foreign Mission Board in the management of Over Sea and Land, shall bring to the Woman's Board any matters relating to the policy and appropriations.

9. Westminister Guild Committee. The Westminister Guild Committee, in conference with six women from the Woman's Board of Foreign Missions, shall have charge of the interests of young women's organizations known as Chapters of the Wesminister Guild. It shall recommend to the Board the Courses of Home Mission and Bible Study, with the helps therefor, the special objects for gifts and the plans of work proposed by the joint conference.

10. Hospitality Committee. The Hospitality Committee shall welcome visitors, introducing them to officers and members. The Committee shall also attend to such details in connection with special gatherings as may be referred to their care. They shall endeavor to secure the entertainment, when necessary, of missionaries who may be temporarily in the city.

11. Committee on Mission Fields. The Committee on Mission Fields shall endeavor to increase information among the churches regarding their field. They shall secure for the workers on the fields assigned them correspondents whose efforts it shall be, by letters, magazines, etc., to cheer and encourage; such correspondence shall not pertain to administrative matters.

12. Standing Committees. The chairmen of all Standing Committees shall be appointed by the President in March, to serve a term of three years, no chairman save the business committees, namely, Finance, Publication, Home Mission Monthly, being eligible for the next ensuing term on the same committee. The appointments shall be ratified by the Board.

13. The Committees shall be divided into three groups, one group of chairmen retiring each year.

ARTICLE VII. EXECUTIVE OFFICERS

1. The President shall preside at all meetings of the Board. She shall perform all duties consequent upon her office. She shall ap

STANDING RULES

of the

Woman's Board of Home Missions

ART. I. NAME AND ORGANIZATION.

The Woman's Board of Home Missions is a component part of the Board of Home Missions of the Presbyterian Church in the United States of America. It is a responsible, producing, administrative agency, under the general guidance of the Assembly's Board and the General Assembly.

It has fixed responsibilities as to fields of labor and the administration of its office and field work. It has its authorized powers for securing funds, and its national organization of women's synodical, presbyterial and local auxiliary societies.

No new synodical society shall be organized with less than fifteen women's auxiliary societies.

ART. II. WORK.

The work of the Woman's Board is the support of mission schools and medical missions;

the erection, equipment and maintenance of necessary buildings; the diffusion of information and the securing of funds for Home Mission purposes.

ART. III. MEMBERSHIP.

The Woman's Board shall be composed of:

(1) One or more members elected by each synodical society.

(2) Not more than seventy women resident in New York City and vicinity.

(3) The executive officers of the Woman's Board:—a President, a First Vice-President, a Second Vice-President, not more than six Vice-Presidents At Large, and a Recording Secretary.

(4) The payment of $25.00 at one time to the General Fund shall constitute a Life Membership without the privilege of voting.

(5) The payment of $100.00 at one time to the General Fund shall constitute an Honorary Membership without the privilege of voting.

ART. IV. ELECTION OF MEMBERS.

1. Synodical societies having *less* than fifty (50) women's auxiliaries shall be entitled to one member. Societies having from fifty (50) to one hundred (100) women's auxiliaries shall be entitled to two members. Societies having more than one hundred (100) shall be entitled to an additional member for every additional one hundred (100) women's auxiliaries, or major fraction thereof.

Such members, one of whom shall be the Synodical President, shall be *elected* at the Annual Meeting of the Synodical Society and *reported* to the Secretary of the Woman's Board for ratification at the Annual Meeting of the Woman's Board.

2. Elective members shall be from Presbyterian churches in New York City and vicinity. Nominations shall be made at one meeting of the Woman's Board and voted upon at the next. Absence for six months from the regular meetings, without excuse, is equivalent to a resignation.

ART. V. OFFICERS.

1. Executive. The executive officers of the Woman's Board shall be:—a President, a First Vice-President, a Second Vice-President, not more than six Vice-Presidents At Large, and a Recording Secretary.

All members of the Board elected by synodical societies according to section (1) of Art. IV shall be Advisory Vice-Presidents.

2. Administrative Officers. The Administrative officers of the Woman's Board shall be:—a Secretary, such Associate or Assistant Secretaries as may be necessary, a Young People's Secretary, a Secretary for Student Work, a Treasurer, an Editor of the Home Mission Monthly, and a Superintendent of Schools.

3. In addition to the above, the Woman's Board shall appoint such field secretaries as may be necessary, whose work shall be under the direction of the Woman's Board, and whose names shall be reported with the list of officers at the Annual Meeting.

ART. VI. DUTIES OF OFFICERS.

1. Executive Officers.

PRESIDENT. The President shall preside at all meetings of the Woman's Board and Executive Committee. She shall perform all duties consequent upon her position. She shall appoint chairmen of Standing Committees, and, ex-officio, shall be a member of all

such committees. She shall also appoint the special committee of the Annual Meeting.

VICE-PRESIDENT. In the absence of the President, the duties of her office shall devolve upon the First or Second Vice-President, in the order named.

THE RECORDING SECRETARY shall keep the minutes of the Woman's Board and Executive Committees.

2. Administrative Officers.

THE SECRETARY shall have general charge of the executive work of the office, conferring with other administrative officers regarding their departments. She shall keep in close touch with the School Department and the constituent organizations of the Woman's Board. She shall present matters of business at the meetings of the Woman's Board and Executive Committee and also the school docket in the absence of the Superintendent of Schools.

THE ASSOCIATE OR ASSISTANT SECRETARIES shall perform such duties as may be assigned to them by the Woman's Board.

YOUNG PEOPLE'S SECRETARY. The Young People's Secretary, being a Joint Officer of the Assembly's Board and the Woman's Board of Home Missions, shall have charge of all work in connection with the presentation of Home Missions in Young People's Societies and Sunday Schools, and shall provide them with information concerning the work assigned. She shall also have charge of the work of the Westminster Guild.

SECRETARY FOR STUDENT WORK. The Secretary for Student Work, being a Joint Officer of the Women's Boards of Home and Foreign Missions, shall present Missions to students in schools, colleges and conferences, with the

purpose of securing their interest and co-operation in the missionary activities of the church.

TREASURER. The Treasurer shall receive all moneys belonging to the Woman's Board and receipt therefor, and shall make a daily transfer of funds to the Treasurer of the Assembly's Board for disbursement. She shall conduct correspondence concerning special objects, including teachers' salaries, scholarships. She shall be an ex-officio member, without vote, of the Office Administration Committee, and shall prepare the administrative budget.

THE EDITOR OF THE HOME MISSION MONTHLY. The Editor of the Home Mission Monthly shall have charge of all affairs pertaining to the conduct of the magazine, conferring with the Home Mission Monthly Committee on matters of policy and business.

SUPERINTENDENT OF SCHOOLS. The Superintendent of the Mission School Department shall administer the work of the Woman's Board in its various mission fields. In conference with the Secretary of the Home Mission Board and the Secretary of the Woman's Board, he shall be authorized to pass upon the fitness of applicants for positions in those fields. In conference with the administrative officers he shall prepare the annual budget of the School Department. He shall present the school docket at all business meetings of the Woman's Board and Executive Committee.

Administrative officers shall have the authority to order repairs covered by appropriations, and shall act with power upon regular business of the Woman's Board during the summer months. At all business meetings of the Woman's Board the administrative officers shall have the privilege of the floor without voting power.

All administrative officers shall make an annual report to the Woman's Board.

ART. VII. STATED MEETINGS.

Stated meetings shall be held on the first and third Tuesdays of each month, except July and August.

1. The meeting of the first Tuesday of each month shall be a business session. Nine members shall constitute a quorum. The minutes of the previous meeting of the Woman's Board and of the intervening Executive Committee meetings shall be read and approved.

The order of business shall be:

Reports of Standing Committees,
Reports of Special Committees,
Unfinished Business,
New Business.

2. The meeting on the Third Tuesday of each month shall be a public meeting.

3. A prayer meeting shall be held on each Tuesday of the month, beginning at 10:30 A. M.

4. Each fifth Tuesday shall be a special day of prayer for the Woman's Board.

5. A meeting of the Woman's Board or of the Executive Committee may be called upon the request of three members.

6. The Annual Meeting of the Woman's Board shall be held in May, convening in connection with General Assembly. It shall consist of public and executive sessions:

At the public sessions reports of the year's work, inspirational addresses, and general Home Mission information shall be given. At the executive sessions shall be presented matters of business concerning the organization, change of policy affecting the work as a whole, the reports of committees, the election of officers, and the appointment by the President of the following committees:—Nominating, Resolutions, Program, for the Annual Meeting of the ensuing year. The following shall be entitled to vote at all such Executive Sessions:—

(1) All members of the Board, according to Art. III and IV.

(2) Two delegates from each synodical society, in addition to the President, elected at its Annual Meeting—such delegates to be either synodical or presbyterial officers.

(3) Each Synodical President if unable to attend the Annual Meeting of the Woman's Board shall have the privilege of appointing a *proxy*, who may vote in her stead.

(4) The Quorum shall consist of representatives from seven synodical societies.

ART. VIII. THE EXECUTIVE COMMITTEE.

There shall be an Executive Committee consisting of the President and Vice-Presidents, together with the Recording Secretary, the Chairmen of Standing Committees, and not more than twelve elective members who shall be members of the Board.

The twelve members shall be elected, by ballot, annually from the members of the Woman's Board, on the first Tuesday in April, nominations being presented on the first Tuesday in March by a committee previously appointed by the President.

1. The meetings of the Executive Committee shall be held on the second and fourth Tuesdays of each month, except July and August.

2. The Executive Committee shall transact all business that may occur in the interim between the meetings of the Woman's Board, except such matters as relate to policy, and such action may go into immediate effect.

3. Five members shall constitute a quorum.

ART. IX. STANDING COMMITTEES.

From the membership of the Woman's Board the following committees shall be appointed:—

Membership,
Hospitality,
Devotional and Public Meetings,
Office Administration,
Publication,
Home Mission Monthly,
Over Sea and Land,
Westminster Guild,
Student Work,
School,
Building,
Alaskan and Indian,
Mexican,
Mormon,
Mountaineer,
Porto Rico and Cuba,
Foreigners.

1. THE MEMBERSHIP COMMITTEE shall propose additions to the membership of the Woman's Board when desirable.

2. THE HOSPITALITY COMMITTEE shall welcome visitors and shall attend to such special social gatherings as may be referred to their care.

3. THE COMMITTEE ON DEVOTIONAL AND PUBLIC MEETINGS shall provide the leaders for all the Tuesday prayer services and have in charge the conduct of the public meeting on the Third Tuesday. They shall provide a helpful program on the assigned Home Mission topics.

4. THE COMMITTEE ON OFFICE ADMINISTRATION shall consider and recommend the salaries of all administrative officers, of field secretaries, and of all office workers; it shall be responsible for the securing of all field secre-

taries and office workers; it shall examine and approve all bills for traveling expenses of said officers and workers, together with bills for office supplies and furnishings; it shall supervise all matters pertaining to expenditures relative to the administrative department. This Committee shall, in co-operation with the President, formulate plans and make such adjustments as will lead to greater efficiency in the work of the Woman's Board.

The Treasurer shall be an ex-officio member of this Committee without a vote.

5. THE PUBLICATION COMMITTEE shall supervise new publications, the revision of old publications, and all matters connected with the introducing and distributing of the literature of the Womans' Board. An annual conference shall be held in January, when the budget of the Committee for the ensuing year shall be considered.

6. THE HOME MISSION MONTHLY COMMITTEE shall act as an advisory body to the Editor of the Magazine on matters of policy and business.

7. THE COMMITTEE ON OVER SEA AND LAND shall consist of three members. It shall co-operate with the members appointed by the Women's Boards of Foreign Missions in the management of Over Sea and Land, and shall bring to the Woman's Board any matters relating to policy or appropriation.

8. THE WESTMINSTER GUILD COMMITTEE shall recommend to the Woman's Board the plan of work for the Chapters and Circles of the Westminster Guild. Six members of this Committee with six members appointed by the Women's Boards of Foreign Missions shall constitute the Westminster Guild Council which has general charge of the work of the organization.

9. THE COMMITTEE ON STUDENT WORK shall consist of four members; it shall co-operate

with four members appointed by the Women's Boards of Foreign Missions in the conduct of the work among students.

10. THE SCHOOL COMMITTEE shall consist of three members who, together with three members chosen by the Board of Home Missions and the officers of both Boards, shall act on all matters pertaining to the School Department. This Committee shall pass on requests for new work not included in the budget and requests for aid in excess of the proportionate sum named in the Annual Budget for such fields, reporting to the Boards for action.

11. THE BUILDING COMMITTEE shall consist of the Superintendent of Schools, Chairman, the Treasurer of the Assembly's Board, the Treasurer and Secretary of the Woman's Board, and the President of the Woman's Board and the Chairman of the School Committee of the Assembly's Board. This Committee shall consider and recommend new buildings, repairs, specifications and estimates for the same. When action has been taken by the Woman's Board, and approved by the Assembly's Board, this committee shall have charge of all such building operations.

12. THE COMMITTEES ON MISSION FIELDS shall endeavor to increase information among the churches regarding their fields. They shall secure correspondents for the workers in the fields assigned them. Such correspondence shall be for cheer and encouragement and shall not pertain to administrative matters.

ART. X. SPECIAL COMMITTEES OF THE ANNUAL MEETING.

Nominating.
Program.
Resolutions.

THE NOMINATING COMMITTEE shall present to the Executive Session of the Annual Meeting the list of nominees for the officers of the Woman's Board. The names of the Advisory Vice-Presidents—elected in accordance with Art. III, Section 2—and the field secretaries, shall be included in the report and read for ratification. The Nominating Committee shall have power to fill vacancies occurring between Annual Meeting, subject to the approval of the Executive Committee.

THE PROGRAM COMMITTEE with the President and Secretary of the Woman's Board shall plan the public sessions of the Annual meeting.

THE RESOLUTIONS COMMITTEE shall consider all matters referred to them, and shall present such resolutions as in their judgment should come before the Annual Meeting.

ART. XI. FREEDMEN.

The Woman's Board of Home Missions shall receive, transmit, and make due acknowledgment of moneys received for the work of the Board of Freedmen of the Presbyterian Church. It shall print with the list of officers of the Woman's Board, on its stationery and in the Home Mission Monthly, the name and address of the Secretary of the Woman's Department of the Freedmen's Board, which title shall be the one that shall be used at all times.

There shall be a conference in January of each year between the Secretary of the Woman's Department of the Freedmen's Board and the administrative officers of the Woman's Board as to the apportionments to be sent to synodical societies by the Freedmen's Board. Said apportionments shall then be sent with those of the Woman's Board to the synodical societies.

ART. XII. COUNCIL OF WOMEN FOR HOME MISSIONS.

The Woman's Board shall annually elect nine members to represent the Woman's Board in the Council of Women for Home Missions.

ART. XIII. STANDING RULES.

The Standing Rules may be amended at the April or November Meeting of the Woman's Board or at any Annual Meeting by a three-fourths vote of those present and voting, provided a written notice of one month has been given.

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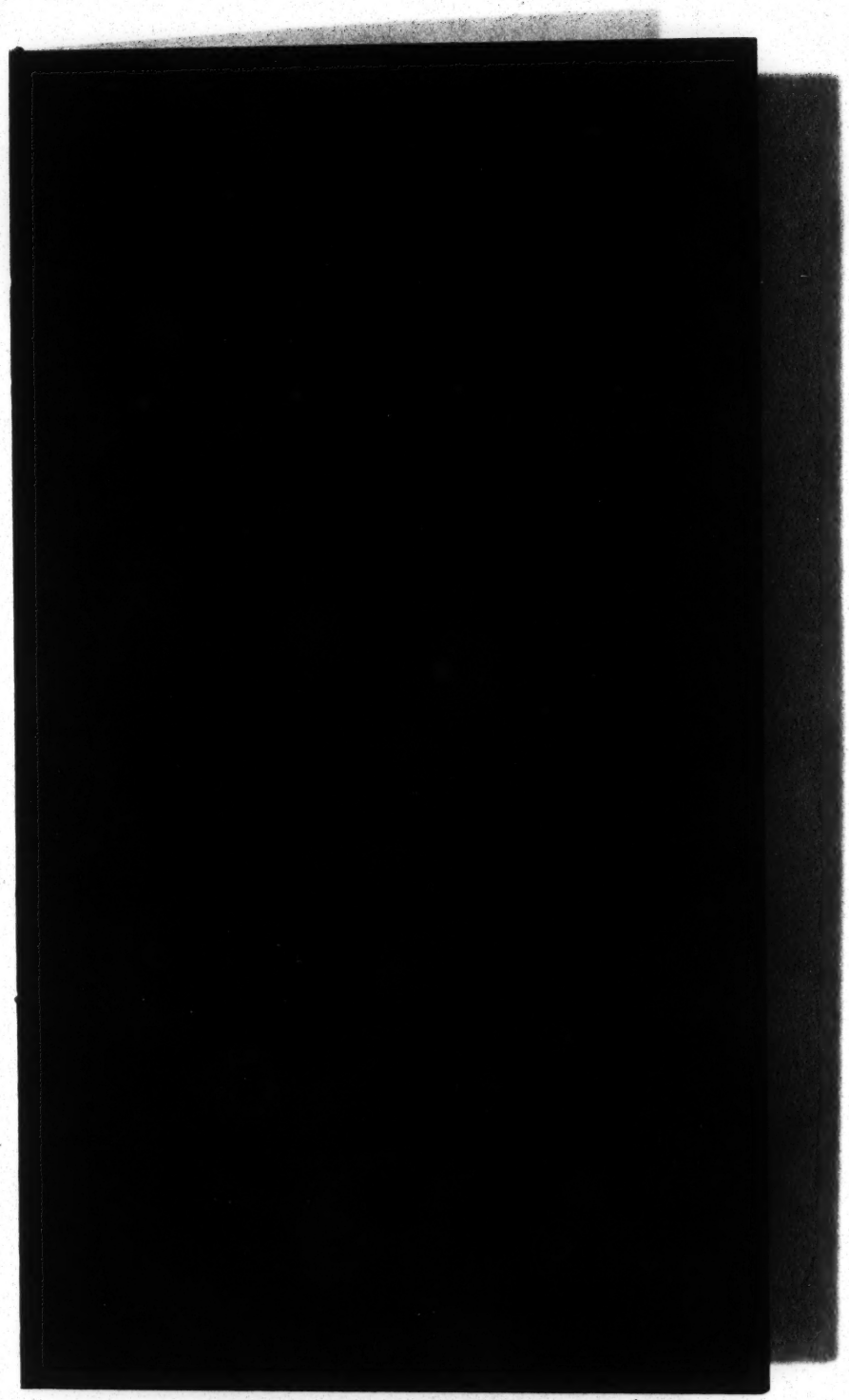

Per

M.O.A

STANDING RULES

of the

WOMAN'S BOARD OF HOME MISSIONS.

STANDING RULES

of the

WOMAN'S BOARD OF HOME MISSIONS.

ART. I. Name and ~~Purpose.~~ Organization

The Woman's Board of Home Missions is a component part of the Board of Home Missions of the Presbyterian Church in the United States of America. It is a responsible, producing, administrative ~~board,~~ agency under the general guidance of the Assembly's Board and the General Assembly.

It has fixed responsibilities as to fields of labor and the administration of its office and field work. It has its authorized powers for securing funds, and its national organization of women's synodical, presbyterial and local auxiliary societies.

ART. II. Work.

The work of the Woman's Board is the support of mission schools and medical missions; the erection, equipment and maintenance of necessary buildings; the diffusion of information and the securing of funds for home mission purposes.

ART. III. Membership.

The Woman's Board shall be composed of:

(1) One or more members elected by each synodical society.

(2) Not more than seventy women resident in New York City and vicinity. (3) Art IV - Sec 1 -

ART. IV. Election of Members.

1. Synodical societies having less than fifty (50) women's auxiliaries shall be entitled to one member. Societies

having from fifty (50) to one hundred (100) women's auxiliaries shall be entitled to two members. Societies having more than one hundred (100) shall be entitled to an additional member for every additional one hundred (100) women's auxiliaries.

Such members, one of whom shall be the Synodical President, shall be elected at the Annual Meeting of the Synodical Society and reported to the Secretary of the Woman's Board for ratification at the Annual Meeting of the Woman's Board.

2. Elective members shall be from Presbyterian churches in New York City and Vicinity. Nominations shall be made at one meeting of the Woman's Board and voted upon at the next. Absence for six months from the regular meetings, without excuse, is equivalent to a resignation.

ART. V. Officers.

1. Executive. The executive officers of the Woman's Board shall be:- a President, a First Vice President, a Second Vice President, not more than six Presidents at large, and a Recording Secretary. Art III Sec 3

All members of the Board elected by synodical societies according to section (1) of Art. IV shall be Advisory Vice Presidents. Art

2. Administrative Officers. The Administrative officers of the Woman's Board shall be:- a Secretary, such Associate or Assistant Secretaries as may be necessary, a Young People's Secretary, a Secretary for Student Work, a Treasurer, an Editor of the Home Mission Monthly, and a Superintendent of Schools.

3. In addition to the above, the Woman's Board shall appoint such field secretaries as may be necessary, whose work shall be under the direction of the Woman's Board, and whose names shall

be reported with the list of officers at the Annual Meeting.

ART. VI. Duties of Officers.

1. Executive Officers.

President. The President shall preside at all meetings of the Woman's Board and Executive Committees. She shall perform all duties consequent upon her position. She shall appoint chairmen of standing committees, and, ex-officio, shall be a member of all such committees. She shall also appoint the special Committee of the Annual Meeting. ~~She shall receive all reports.~~

Vice President. In the absence of the President, the duties of her office shall devolve upon the First or Second Vice President, in the order named.

The Recording Secretary shall keep the minutes of the Woman's Board and Executive Committees.

2. Administrative Officers.

The Secretary shall have general charge of the executive work of the office, conferring with other administrative officers regarding their departments. She shall keep in close touch with the school department and the constituent organizations of the Woman's Board. She shall present matters of business at the meetings of the Woman's Board and Executive Committees and also the school docket in the absence of the Superintendent of Schools.

The Associate or Assistant Secretaries shall perform such duties as may be assigned to them by ~~the Secretary under the direction of~~ the Woman's Board.

Young People's Secretary. The Young People's Secretary, being a joint officer of the Assembly Board and the Woman's Board of Home Missions, shall have charge of all work in connection with

the presentation of Home Missions in Young People's Societies and Sunday Schools, and shall provide them with information concerning the work assigned. She shall also have charge of the work of the Westminster Guild.

Secretary for Student Work. The Secretary for Student Work, being a joint officer of the Woman's Board of Home and Foreign Missions, shall present Missions to students in schools, colleges and conferences, with the purpose of securing their interest and co-operation in the missionary activities of the church.

Treasurer. The Treasurer shall receive all moneys belonging to the Woman's Board and receipt therefor, and shall make a daily transfer of funds to the Treasurer of the Assembly's Board for disbursement. She shall conduct correspondence concerning special objects, including teachers' salaries, scholarships. She shall be ex-officio a member of the Office Administrative Committee, and shall prepare the administrative budget.

The Editor of the Home Mission Monthly. The Editor of the Home Mission Monthly shall have charge of all affairs pertaining to the conduct of the magazine, conferring with the Home Mission Monthly Committee on matters of policy and business.

Superintendent of Schools. The Superintendent of the Mission School Department shall administer the work of the Woman's Board in its various mission fields. In conference with the Secretary of the Home Mission Board and the Secretary of the Woman's Board, he shall be authorized to pass upon the fitness of applicants for positions in those fields. In conference with

the administrative officers he shall prepare the annual budget of the school department. He shall present the school docket at all business meetings of the Woman's Board and Executive Committee.

Administrative officers shall have the authority to order repairs covered by appropriations, and shall act with power upon regular business of the Woman's Board during the summer months. At all business meetings of the Woman's Board the administrative officers shall have the privilege of the floor without voting power.

All administrative officers shall make an annual report to the Woman's Board.

ART. VII. Stated Meetings.

Stated meetings shall be held on the first and third Tuesdays of each month, except July and August.

1. The meeting of the first Tuesday of each month shall be a business session. Nine members shall constitute a quorum. The minutes of the previous meeting of the Woman's Board and of the intervening Executive Committee Meetings shall be read and approved.

The order of business shall be:

Reports of Standing Committees.

Reports of Special Committees.

Unfinished business.

New Business.

2. The meeting on the third Tuesday of each month shall be a public meeting.

3. A prayer meeting shall be held on each Tuesday of the

month, beginning at 10:30 A. M. The fifth Tuesday shall be a special day of prayer for the Woman's Board.

4. The Annual Meeting of the Woman's Board shall be held in May, convening in connection with General Assembly. It shall consist of public and executive sessions -

At the public sessions reports of the year's work, inspirational addresses, and general Home Mission information shall be given.

At the executive sessions shall be presented matters of business concerning the organizationm, change of policy affecting the work as a whole, the reports of Committees, the election of officers, and the appointment by the President of the following Committees:- Nominating, Resolution, Program, for the Annual Meeting of the ensuing year. The following shall be entitled to vote at all such Executive Sessions:-

(1) All members of the Board, according to ART. III. & IV.,

(2) Two delegates from each Synodical Society, elected at its Annual Meeting, - such delegates to be either Synodical or Presbyterial officers.

(3) Every Synodical President if unable to attend the Annual Meeting of the Woman's Board shall have the privilege of appointing a proxy, who may vote in her stead.

5. A meeting of the Woman's Board or of the Executive Committee may be called upon the request of three members.

ART. VIII. <u>The Executive Committee.</u>

There shall be an executive Committee consisting of the President and Vice Presidents, together with the Recording Secretary, the chairman of Standing Committees, and not more than twelve elective members who shall be members of the Board.

The twelve members shall be elected, by ballot, annually

from the members of the Woman's Board, on the first Tuesday in April, nominations being presented on the first Tuesday in March by a committee previously appointed by the President.

1. The meetings of the Executive Committee shall be held on the second and fourth Tuesdays of each month, except July and August.

2. The Executive Committee shall transact all business that may occur in the interim between the meetings of the Woman's Board, except such matters as relate to policy, and such action may go into immediate effect.

3. Five members shall constitute a quorum.

ART. IX. Standing Committees.

From the membership of the Woman's Board the following committees shall be appointed:-

Membership
Hospitality
Devotional & Public Meetings
Office Administration
Publication
Home Mission Monthly
Westminster Guild
Student Work
Over Sea & Land
School
Building
Alaskan & Indian
Mexican
Mormon
Mountaineer
Porto Rico & Cuban
Foreigners

1. The Membership Committee shall propose additions to the membership of the Woman's Board when desirable.

2. The Hospitality Committee shall welcome visitors and shall attend to such special social gatherings as may be referred to their care.

3. The Committee on Devotional and Public Meetings shall provide leaders for all the Tuesday prayer services and have in charge the conduct of the public Third Tuesday meeting. They shall provide a helpful program on the assigned Home Mission Topics.

4. The Committee on Office Administration shall consider and recommend the salaries of all administrative officers, of field secretaries, and of all office workers; it shall be ~~xxx~~ responsible for the securing of all field secretaries and office workers; it shall examine and approve all bills for traveling expenses of said officers and workers, together with bills for office supplies and furnishings; it shall supervise all matters pertaining to expenditures relative to the administrative department. This Committee shall, in co-operation with the President, formulate plans and make such adjustments as will lead to greater efficiency in the work of the Woman's Board.

5. The Publication Committee shall supervise new publications, the revision of old publications, and all matters connected with the introducing and distributing of the literature of the Woman's Board. An annual conference shall be held in January, when the budget of the Committee for the ensuing year shall be considered.

6. The Home Mission Monthly Committee shall act as an advisory body to the editor of the Magazine Monthly on matters of policy and business.

7. The Committee on Over Sea and Land shall consist of three members:- It shall co-operate with the members appointed

by the Women's Boards of Foreign Missions in the management of Over Sea and Land, and shall bring to the Woman's Board any matters relating to policy or appropriation.

8. The Westminster Guild Committee shall recommend to the Woman's Board the plan of work for the Chapters and Circles of the Westminster Guild. Six members of this Committee with six members appointed by the Women's Boards of Foreign Missions shall constitute the Westminster Guild Council which has general charge of the work of the organization.

9. The Committee on Student Work shall consist of four members; it shall co-operate with four members appointed by the Women's Boards of Foreign Missions in the conduct of the work among students.

10. The School Committee shall consist of three members who, together with three members chosen by the Board of Home Missions and the officers of both Boards, shall act on all matters pertaining to the School Department. This Committee shall pass on requests for new work not included in the budget and requests for aid in excess of the proportionate sum named in the Annual Budget for such fields, reporting to the Boards for action.

11. The Building Committee shall consist of the Superintendent of Schools, Chairman, the Treasurer of the Assembly's Board, the Treasurer and Secretary of the Woman's Board and the ~~Presidents of the two Boards.~~ Chairman of School Committee of Assembly's Bd. This Committee shall consider ~~and~~ recommend new buildings, repairs, specifications and estimates for the same. When action has been taken by the Woman's Board, & approved by the Home Bd. this committee shall have charge of all such buildings operations.

12. The Committees on Mission Fields shall endeavor to

increase information among the churches regarding their fields. They shall secure correspondents for the workers in the fields assigned them. Such correspondence shall be for cheer and encouragement and shall not pertain to administrative matters.

ART. X. Special Committees of the Annual Meeting.

Nominating

Program

Resolutions

The Nominating Committee shall present to the Annual Meeting the list of nominees for the officers of the Woman's Board. The names of the Advisory Vice Presidents - elected in accordance with ART. III., Section 2, - shall be included in the report and read for ratification. The Nominating Committee shall have power to fill vacancies occurring between Annual Meeting, subject to the approval of the Executive Committee.

The Program Committee, with the Secretary of the Woman's Board, shall plan the public sessions of the Annual Meeting.

The Resolution Committee shall consider all matters referred to them, and shall present such resolutions as in their judgment should come before the Annual Meeting.

ART. XI. Freedmen.

The Woman's Board of Home Missions shall receive, transmit, and make due acknowledgment of monies received for the work of The Board of Freedmen of the Presbyterian Church. It shall print with the list of officers of the Woman's Board, on its stationery and in the Home Mission Monthly, the name and address of the Secretary of the Woman's Department of the Freedmen's Board, which title shall be the one that shall be used at all times.

That a balance may be maintained and confusion on the part of the organization be avoided, there shall be a conference in Janusry of each year between the secretary of the Woman's Department of the Freedmen's Board and the administrative officers of the Woman's Board as to the appertionments to be sent to Synodical Societies by the Freedmen's Board. Said appertionments shall then be sent with those of the Woman's Board to the Synodical societies. Appeals in excess of the appertionments shall not be made throughout the year without conference with the Woman's Board.

ART. XII. Council of Women for Home Missions.

The Woman's Board shall annually elect nine members to represent the Woman's Board in the Council of Women for Home Missions. The Woman's Board shall also approve the names of those chosen by local bodies to represent Presbyterian interests in the Affiliated Conferences of the Council of Women for Home Missions.

The Standing Rules may be amended at the April or November Meeting of the Woman's Board or at any annual meeting by a three fourth majority of those present and voting, provided a written notice of one month has been given.

Art XIII ?

From Minutes of March 5th, 1912.

STANDING RULES. Mrs. Carlile then stated that Article 11 of the Standing Rules provides that Amendments may be made at April or November meeting of the Board, provided a written notice to amend has been given at a previous Board meeting and has also been appended to a call for the meeting at which the vote is taken, therefore, it is recommended that Article 5th which now reads,

"The Executive Committee shall elect its own chairman at its first meeting in May. The chairman shall not be eligible for office for more than two consecutive terms" be changed to read

"The twelve members shall be elected, by ballot, annually from the members of the Board on the first Tuesday in April, nominations being presented on the first Tuesday in March by a committee previously appointed by the President. The President shall be Chairman of the Executive Committee."

From Minutes of April 2nd, 1912.

CHANGE, STANDING RULES. "The change in Article 5 of the Standing Rules, of which notice was given at the first meeting in March, was now approved on motion of Mrs. Honeyman."

Mr. Allaben

Standing Rules Amendment.

Article VII. Section 6. (2) At present:

"Two delegates from each synodical society, in addition to the President, elected at its Annual Meeting--such delegates to be either synodical or presbyterial officers."

Revised form as above with the following addition:

In case such delegates, so elected, shall be unable to attend the Annual Meeting of the Woman's Board, the Executive Committee of the Synodical Society, or the Synodical President, shall have authority to appoint ~~substitute delegates (proxies).~~ alternates.

Incorporation